



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Program Technician III

Sacramento

Permanent — Full-time

The Bureau of Real Estate has an opening for a Program Technician III in its Flags Licensing section. The office is located at 1651 Exposition Blvd., Sacramento 95815. This position is permanent, full-time.

Duties of the position include:

- Monitor conditions for licensees, verify compliance, and send reminder letters to licensees prior to reporting deadlines. Process or deny license or Mortgage Loan Originator (MLO) license endorsement applications, as directed by formal orders and decisions.
- Prepare formal orders of suspension, based on the failure of a licensee to comply with terms set forth in orders and decisions, including, but not limited to, passing the Professional Responsibility exam, completing continuing education, providing proof of restitution to victims, or paying costs associated with chargeable audits and/or investigations. Communicate with Legal, Enforcement, and Fiscal staff to confirm compliance and reach resolution on the outstanding terms and conditions that were requested of the licensee.
- Research licensee Master file records and prepare negative affidavits associated with the licensee reporting requirements, pursuant to Business & Professions Code section 10186.2. Obtain and review response information directly related to subpoenas as well as Public Record Act (PRA) requests. Prepare documents for the Bureau's custodian of records to certify to be used in formal court proceedings.

Required /Desirable qualifications:

- Excellent technical and analytical skills.
- Strong communications skills, both orally and in writing.
- Excellent interpersonal skills; patience, tact and the ability to deal effectively with the public, staff members, and others.
- Knowledge of and ability to interpret and apply Real Estate Licensing laws, rules, regulations, policies and procedures.
- Ability to function independently or as part of a team.
- Ability to work well under pressure and within mandated timeframes.
- Ability to communicate effectively, both orally and in writing; excellent interpersonal skills.

Salary: \$3010 - \$3770

Who may apply: Eligible candidates who are current state employees with status in the above classification or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. All methods of appointments, including Training and Development (T&D) Assignments will be considered. All interested applicants must submit a standard State Examination/Employment Application form (STD 678, Rev. 10/2013) with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, LEAP eligibility) in the "Explanations" section of the STD 678. SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application. Applications will be screened and only the most qualified applicants will be considered for an interview. All appointments are subject to approval of the DCA Office of Human Resources. The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please indicate RPA #623-078 on your application in order for it to be considered. Note: Title 11, section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, incumbents for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

Submit Applications to:

Bureau of Real Estate - Human Resources
1651 Exposition Blvd.
Sacramento, CA 95815
(916) 263-7361

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Applications may be obtained from the CalHR website at <http://www.jobs.ca.gov>.

FINAL FILING DATE: April 22, 2015

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date. Applicants will be screened based on the Required / Desirable Qualifications show above and only those most qualified will be contacted for an interview.